

Document No. 23  
Approved For Release 2001/08/10 : CIA-RDP78-04748A000200170033-7  
No Change in Class. ☐  
☐ Declassified  
Class. Change by: TS 489  
Most Recent Date:  
Auth: ER 78-3  
Date: 18 JUN 1979  
By: 32936

CONFIDENTIAL  
56-4330

19 DEC 1956

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Request for Write-off of Shortage of  
[REDACTED] Charged to [REDACTED]

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1. PROBLEM:

Should Mr. [REDACTED] be held pecuniarily liable for the shortage of [REDACTED] (\$156.38) presently charged to his personal account or should this amount be written off.

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2. FACTS BEARING ON THE PROBLEM:

a. Mr. [REDACTED] was sent to [REDACTED] on TDY for 90 days in January 1951 to install a Class A system of financial accounting. He was to perform the duties until the arrival of the permanently assigned finance officer then in training in Headquarters.

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b. Previous to Mr. [REDACTED] arrival, the administrative officer, Mr. [REDACTED], who had little finance training, handled the funds as an additional duty. The last accounting made by the station was for the period ending 30 September 1950.

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c. Mr. [REDACTED] was instructed to prepare and submit accountings for the period subsequent to 30 September under the Class A system.

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d. Upon arrival, Mr. [REDACTED] counted the cash on hand with the exception of the [REDACTED] the book figure of which he accepted as correct.

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e. Upon completion of his tenure at [REDACTED] when the [REDACTED] [REDACTED] finally were counted, a shortage of [REDACTED] was discovered.

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3. DISCUSSION:

a. The system of records being maintained when Mr. [REDACTED] arrived was inadequate. The necessity of setting up an adequate system of record keeping and the numerous interruptions encountered delayed determining the actual accountability. After several days, cash, with the exception of the [REDACTED] had been counted. In order to get started on the job, Mr. [REDACTED]

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decided to accept the book figures of the [REDACTED] as correct and delay the counting until a later date because of:

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1. A shortage of available finance personnel to assist in undertaking the task.
2. The large number of bills in small denominations which had to be counted.
3. The small amount of activity in the [REDACTED] account.

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b. Upon the completion of the TDY assignment when the [REDACTED] was counted a shortage of [REDACTED] was discovered. When he appeared before the Board, Mr. [REDACTED] did not recall any activity in the [REDACTED] account during the time he acted as finance officer. However, a subsequent search of the records at Headquarters indicated several receipts and disbursements of [REDACTED] during that period (Tab B). Mr. [REDACTED], when queried recently while on TDY at Headquarters, was unable to give any additional information on this shortage.

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c. The Board feels that as a trained finance officer, Mr. [REDACTED] should have counted the [REDACTED] before accepting accountability. Since he did not, he will have to accept responsibility for the shortage.

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4. CONCLUSION:

Mr. [REDACTED], since he did not take the proper precautions when he assumed the duties of finance officer, should be held accountable for the shortage of [REDACTED]

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5. RECOMMENDATION:

It is recommended that [REDACTED] be held pecuniarily liable for a shortage of [REDACTED] (\$156.38).

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Chairman, Board of Review  
for Shortages and Losses

SECRET

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CONCUR

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Comptroller

The action recommended in paragraph 5, page 2, is ~~approved~~ (disapproved).  
There appear to be sufficient extenuating circumstances connected with this  
case to justify relieving M [redacted] of liability.

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Acting (signed) H. Gates Lloyd  
Deputy Director (Support)

28 December 1956  
Date

RHF-FAG:amm (29 November 1956)

Orig. and 1 - C/Board

- acct. 3-2*
- ✓ 3 - DD/S - chrono, subject, reading
  - 1 - ;Each Board Member
  - 1 - PAS

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